



Announcement No. STATE-FNSI-46-14

POSITION: Public Affairs Section Intern

OPEN TO: All Honduran and other foreign nationals who are legal resident students of the host country.
(*U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program)

OPENING DATE: August 21, 2014

CLOSING DATE: September 11, 2014

WORK HOURS: Minimum 20 hours per week

STARTING DATE: Throughout the year

DURATION: At least 3 months

SALARY: Volunteer, unpaid

*NOTE: U.S. citizen students or dual citizen Honduran/U.S. students are not eligible under this program. The U.S. Department of State sponsors a separate intern program for U.S. citizens. For more information on student programs with the State Department, go to <http://www.careers.state.gov> and click on Student Programs.

The U.S. Embassy is seeking an intern in the Public Affairs Section (PAS). This is an unpaid/volunteer internship with no benefits, compensation, or any future employment rights being accrued as a result of an internship. Interns are required to have current medical insurance coverage.

BASIC FUNCTION:

The intern assists with the bilingual and Information Resource Center (IRC) list servers; liaison with the Consular Section and Education USA offices of the binational centers in Tegucigalpa and San Pedro Sula to promote studying in the United States through pre-departure orientations for students, and other activities; translations from English to Spanish, when needed; website review, overhaul and updating as necessary, in coordination with the IRC Director; assistance with logistics in support of PAS cultural programs and events, such as sending out of invitations, setting up meetings, making hotel arrangements, etc.; input of evaluations of PAS programs into the MAT database; translation and assistance with press releases in coordination with the Press Section; help direct, administrate, and promote U.S. activities via Facebook and other social media; and assistance with other program and administrative matters, as necessary.

REQUIRED QUALIFICATIONS:

(NOTE: APPLICANTS MUST ADDRESS AND INCLUDE TO THE APPLICATION COPIES OF **ALL REQUIREMENTS LISTED BELOW AND SUBMIT DOCUMENTATION THAT SUPPORTS THESE REQUIREMENTS, I.E. UNIVERSITY STUDIES. APPLICATIONS WILL NOT BE CONSIDERED IF THESE DOCUMENTS ARE NOT SUBMITTED**).

EDUCATION: University studies in international relations, journalism, public relations, communications, or a related field with an interest in U.S.-Honduran relations and Central American affairs.

LANGUAGE: Level III (Good working knowledge) in English and Level IV (Fluent) in Spanish is required. This will be tested.

SKILLS AND

ABILITIES: Good working ability with computer applications such as Word, Outlook and Internet Explorer is required. Must have good communication and research skills.

SELECTION PROCESS:

It is essential that the candidate address the above required qualifications in the application. Those who meet the basic qualifications will be invited to participate in an oral interview.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, and residency status in determining successful internship.
2. Security and medical clearances must be completed before beginning the internship.
3. Must be at least 18 years old.
4. At least two letters of recommendation from professors.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application
2. Statement of Interest form
3. Academic Transcripts

SUBMIT APPLICATION TO:

BY MAIL: Send to the following address: U.S. Embassy, Human Resources Office, Room 335, P.O. Box 3453, Tegucigalpa, Honduras. **IN PERSON:** Hand-carry and deposit in drop box located at the entrance of the U.S. Embassy, Post # 3, Avenida San Carlos. **VIA E-MAIL:** Send to: TGGIntern@state.gov

CLOSING DATE FOR THIS ANNOUNCEMENT: September 11, 2014

The U.S. Mission in Tegucigalpa, Honduras provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all operations through continuing diversity enhancement programs. The Equal Employment Opportunity (EEO) complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

SEE <http://honduras.usembassy.gov/internships.html> FOR ADDITIONAL INTERNSHIP OPPORTUNITIES
